

Job Announcement

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BI-LINGUAL APPLICANTS ENCOURAGED TO APPLY

Opening Date:	December 20, 2012	Closing Date:	January 3, 2013
Job Title:	Courtroom Clerk	Position Type:	Regular Full Time
Pin:	000841	FLSA Status:	Non-Exempt
Locations:	District 6, Montgomery County Silver Spring, Maryland	Grade/Entry Salary:	J07 \$31,100 - \$36,893 (effective 1/1/13) (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is specialized clerical work at the advanced level in the District Court. Employees in this classification serve as a courtroom clerk assisting the judge in courtroom procedures. Performs specialized clerical work preceding, during, and following scheduled trials in the District Court's criminal, traffic, or civil divisions. Courtroom Clerks assist the judge with the docket, prepare/generate paperwork for the judge's and/or defendant's signatures and review and complete dockets before returning them to the proper section of the District Court. Employees are responsible for assisting the judge in the maintenance, operation, and organization of the courtroom. Work is performed with considerable independence and is evaluated by a higher level supervisor for efficiency, effectiveness, timeliness, and compliance with procedures. Employees are expected to resolve a variety of unprecedented or unusual problems. Works overtime as needed. Maybe called in during emergencies, e.g. inclement weather conditions and staff shortages. Performs other duties as assigned.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

A) One year of experience working in a trial or appellate court or

B) One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Preferred: Proficiency in typing, data entry or word processing.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies or related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of District Court procedures, rules, practices and regulations. Knowledge and understanding of the appropriate use of all District Court forms used in a courtroom. Knowledge of court and legal terminology. Knowledge of office practices and equipment. Ability to correctly interpret procedures, laws, rules and regulations. Ability to work with significant time constraints and restrictive working conditions. Ability to remain poised in stressful and pressured situations. Ability to exercise independent judgement. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to organize work as received and produced. Ability to perform basic arithmetic to calculate fines and costs. Ability to work well with others in a team oriented environment. Ability to communicate effectively with staff, public officials and the general public. Ability to provide consistent, courteous service. Ability to use tact in responding to staff, public officials and the general public. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to maintain and use detailed filing systems. Ability to lift up to 25 lbs. Ability to sit for extended periods of time. Ability to work additional hours and emergencies outside a normal work schedule. Ability to travel to both Rockville and Silver Spring locations. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN, and location. You may also include with your application, a cover letter and resume. Materials must be received in the Human Resources office at the at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.